

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

IN THE MATTER OF ESTABLISHING)
A POLICY FOR ASSIGNMENT OF)
CASES FOR LOWER COURT)
APPEALS AND CERTAIN TYPES OF)
SPECIAL ACTIONS)

ADMINISTRATIVE ORDER
No. 2004-039

In furtherance of Administrative Order 2002-102, In the Matter of the Assignment of Administrative Appeals and Certain Types of Special Actions to the Lower Court Appeals Calendar of the Superior Court, and to clarify administrative procedures and policies for the assignment of such appeals for decision,

IT IS ORDERED that the following procedures shall apply:

1. Administrative Order 2002-102 remains in effect and is supplemented with these procedures. These procedures also provide supplemental direction for Rule 9, Local Rules of Practice for Maricopa County.
2. Upon filing with the Superior Court the commencement of any civil or criminal appeals or reviews from the justice or municipal courts, or the filing of a procedural motion, the lower court appeals administrative staff shall expeditiously process and review the file to determine the sufficiency of the record, whether the case file is complete, and whether the matter is perfected for judicial review.
3. Lower court appeals administrative staff shall promptly determine whether a minute entry order is needed to notify the parties of any deficiencies that must be addressed by the parties before the case can be considered perfected for appeal and shall notify the assigned LCA judicial officer accordingly.
4. After determination by the LCA staff that a case file is complete and perfected for review, without oral argument, the Appeals Department clerk shall be promptly directed to issue an assignment minute entry order advising the parties that the case has been assigned and submitted to the reviewing judicial officer for decision. Assignment of a case may be held for no more than two weeks to avoid the case becoming due on a previously assigned vacation day.
5. Pursuant to Local Rules of Practice for Maricopa County, Rule 9.9, the time for determination of all matters assigned to the Appeals Department shall be sixty (60) days following the assignment and the submission of a case without oral argument.

6. This Policy is effective on the date signed.

DATED this _____ day of March, 2004.

Honorable Colin F. Campbell
Presiding Judge of the Superior Court

Original: Clerk of the Court

Copies: Hon. Barbara Rodriguez Mundell, Associate Presiding Judge
Hon. Margaret H. Downie, Civil Department Presiding Judge
Hon. Michael Jones
Hon. Michael Jeanes, Clerk of the Court
All Civil Department Judges and Commissioners
Marcus Reinkensmeyer, Trial Courts Administrator
Court Administrator for General Jurisdiction Courts
Diane Clarke, Civil Department Administrator